

**MEALS & RENTALS TAX RETURN**

FOR DRA USE ONLY

**STOP**

**MAKE SUFFICIENT COPIES FOR ALL YOUR FILING PERIODS BEFORE FILLING OUT THIS FORM.**

**BUSINESS NAME** \_\_\_\_\_

License Number

Tax Period

Due Date

Amended  
Return ☐

**IF THIS IS YOUR FINAL RETURN, PLEASE GIVE REASON:**

☐ ① Business Discontinued    ☐ ② Change in Organization    ☐ ③ Business Sold    Last Day of Business \_\_\_\_\_

**RECEIPTS FROM MEALS AND BEVERAGES**

1	Tax Excluded Receipts.....	1		
2	Meals Tax at 8% (Multiply Line 1 by .08).....	2		
3	Tax Included Receipts.....	3		
4	Meals Tax at 7.41% (Multiply Line 3 by .0741).....	4		
5	<b>Total Meals Tax</b> (Line 2 plus Line 4).....	5		

**RECEIPTS FROM RENTALS**

6	Room Rental Receipts.....	6		
7	Permanent Resident Receipts.....	7		
8	Taxable Room Rental Receipts (Line 6 minus Line 7).....	8		
9	<b>Total Room Rental Tax</b> (Multiply Line 8 by .08 or .0741. Circle rate used).....	9		
10	Motor Vehicle Rental Receipts.....	10		
11	<b>Total Motor Vehicle Rental Tax</b> (Multiply Line 10 by .08 or .0741. Circle rate used).....	11		
12	<b>Total Tax</b> ( Line 5, plus Line 9 plus Line 11).....	12		

**ADDITIONS AND DEDUCTIONS**

13	Commission (Line 12 multiplied by .03. See 3% commission requirement on page 10).....	13		
14	Advance Payment or Credit Memo.....	14		
15	<b>Total Deductions</b> (Line 13 plus Line 14).....	15		
16	Interest (See instructions).....	16		
17	Penalty for Failure to Pay (See instructions).....	17		
18	Penalty for Failure to File (See instructions).....	18		
19	<b>Total Additions</b> (Sum of Lines 16, 17 & 18).....	19		
20	<b>Total Due</b> (Line 12 minus Line 15, plus Line 19) Make check payable to State of New Hampshire.....	20		
<b>Enclose, but do not staple or tape, your payment with the return.</b>				
21	<b>Tax Exempt Meals &amp; Rentals Receipts</b> (See instructions).....	21		

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Under penalties of perjury, I declare that I have examined this form and to the best of my belief it is true, correct and complete. If prepared by a person other than the taxpayer, this declaration is based on all information of which the preparer has knowledge.

SIGNATURE (IN INK) (Failure to sign may result in the assessment of penalties.)

PREPARER OTHER THAN TAXPAYER

DATE

TELEPHONE NUMBER

DATE

PREPARER'S TAX IDENTIFICATION NUMBER

MAIL  
TO: NH DEPT OF REVENUE ADMINISTRATION  
DOCUMENT PROCESSING DIVISION  
PO BOX 2035  
CONCORD NH 03302-2035

PREPARER'S ADDRESS

CITY/TOWN, STATE, ZIP CODE

**MEALS & RENTALS TAX BOOKLET**  
GENERAL INFORMATION

<b>WHO MUST FILE</b>	Every operator having a New Hampshire Meals & Rentals Tax license must file a Meals & Rentals Tax return. Operators must report monthly, even when no tax is due. Approved seasonal operators must file returns for each month of their approved season.
<b>M&amp;R TAX LICENSE REQUIREMENT</b>	The Meals & Rentals Tax is a tax assessed upon the patrons of hotels, restaurants and renters of motor vehicles based on the rents charged and upon meals costing \$.36 or more. A Meals & Rentals tax operator's license is required by anyone engaging in business activities as defined in RSA 78-A. Questions concerning licensing requirements should be directed to the Department by calling (603) 271-3701.
<b>WORKSHEET</b>	Every operator is required to complete the worksheet monthly. Operators filing by PCFILE shall print a hard copy monthly. All records, including the worksheet, shall be retained for a minimum of three years from the due date of the tax or the date the return was filed, whichever is later.
<b>ELECTRONIC FILING AND PAYMENT</b>	To report the Meals & Rentals Tax information electronically, the operator can use either the TELEFILE or the PCFILE options explained below. Operators filing electronically may file paper returns for Initial, Amended or Final Returns <b>only</b> . Initial returns will be accepted when the operator has not received a personal identification number (PIN). Payment of the Meals & Rentals Tax will be made electronically using an ACH Debit authorization for an account specified by the operator. For more information about ACH Debit authorization requirements, see below.
<b>ACH DEBIT AUTHORIZATION</b>	For each Meals & Rentals operator electing to file electronically, an ACH Debit Authorization form must be completed and filed with the Department for <b>each</b> Meals & Rentals license. The ACH Debit Authorization allows the Department to electronically process the payment of tax due from the account specified by the operator. This ACH Debit Authorization remains in effect until the operator submits <u>written notice of a change or cancellation</u> to the Department. A notification of change, including a revised ACH Debit Authorization form, must be submitted to the Department <b>thirty (30) days prior</b> to the next scheduled filing. Some examples of changes which would require written notification to the Department are: obtaining a new account within the same financial institution, changing your financial institution (e.g. financial institution A to financial institution B), your financial institution is merged into another financial institution, or the operator elects to withdraw from electronic filing. To obtain an ACH Debit Authorization change form or information concerning its requirements, see page 5
<b>TELEFILE</b>	After completing the worksheet contained in this booklet, the TELEFILE system may be accessed by dialing (603) 271-1000 from a touch-tone telephone 24 hours a day, seven days a week. The automated system will prompt the operator to provide their license number and PIN prior to entering certain tax information from the prepared worksheet. Once the tax information has been entered and verified, TELEFILE will issue a ten (10) digit confirmation number as a record of the filing transaction. The operator should write this confirmation number on Line 22 of the worksheet. Questions concerning the TELEFILE or PCFILE systems may be directed to (603) 271-3701, Monday - Friday, 8:00 am - 4:30 pm. The TELEFILE system will provide step-by-step instructions on filing your return. If at any time during the filing process you do not hear the instructions, wait a few seconds and TELEFILE will repeat them to you. You will have several opportunities to enter the requested entry prior to having the call disconnected. After entering your license number and PIN, you will have the opportunity to 1) file your return, 2) change your PIN, or both. Listen to the prompt, then make your selection.
<b>PCFILE</b>	Operators may file using a personal computer equipped with a modem, communications software and a Windows based program software called PCFILE. The PCFILE program software will prompt the user to enter necessary tax information and, upon completion, will automatically transmit the information to the New Hampshire Department of Revenue Administration. The PCFILE program software is available through the Department web site <a href="http://www.state.nh.us/revenue">www.state.nh.us/revenue</a> . <b>WEB SITE DOWNLOAD</b> <ul style="list-style-type: none"> <li>* Access the Department's web site (<a href="http://www.state.nh.us/revenue">www.state.nh.us/revenue</a>), select the Meals and Rentals page, and click on "Meals &amp; Rentals Tax TELEFILE/PCFILE".</li> <li>* Locate and click on the option for downloading the PCFILE software. You will be prompted to designate a specific drive/directory to which the software will be downloaded. The downloading process may take several minutes.</li> <li>* Once the software has been downloaded, you will complete the filing by following the on-screen instructions.</li> </ul> <b>FILING A PCFILE RETURN</b> <ul style="list-style-type: none"> <li>* When you have completed and verified all return entries you are ready to transmit your return. Select the finish tab, click on "connect", and PCFILE will automatically transmit your filing to the New Hampshire Department of Revenue Administration.</li> <li>* Upon completion of the transaction you will receive notification of your successful filing. A ten (10) digit confirmation number will be transmitted via the PCFILE to your computer.</li> <li>* Once confirmation has been received, <b>you must print a copy of the filing</b> to maintain in your records as required by Rev 706.01.</li> <li>* Operators lacking access to the internet may write to the Department of Revenue Administration to obtain the PCFILE program software on a 3½ inch diskette at <b>NH Dept of Revenue Administration, Collection Division, PO Box 454, Concord, NH 03302-0454</b>. You must include your Meals &amp; Rentals license number and a complete mailing address where you would like the software forwarded.</li> </ul>
<b>WHEN TO FILE AND PAY TAX</b>	Electronically filed returns filed timely will not have the payment, which is on Line 20 of the worksheet, deducted from their account until the next business day <b>after the return due date</b> . Electronic payments for late filed returns will be deducted on the next business day following the day the return was filed. You may access the TELEFILE and PCFILE systems 24 hours a day, 7 days a week. Electronically filed returns will be considered timely filed when a connection to either the TELEFILE or PCFILE system is established prior to 12:00 midnight on the date due. Paper returns must be received by the department no later than the due date shown on the worksheet.
<b>INTEREST AND PENALTIES</b>	Interest and penalties will be charged on all late filed and late paid returns. For assistance in calculating interest and penalties see instructions on page 9.
<b>NEED FORMS</b>	To obtain additional forms or forms not contained in this booklet, please call (603) 271-2192. Copies of the state tax forms may also be obtained from our web site at <a href="http://www.state.nh.us/revenue">www.state.nh.us/revenue</a> or by visiting any of the 21 depository libraries located throughout the state. Hearing or Speech impaired: TDD access Relay NH 1-800-735-2964.
<b>NEED HELP</b>	Call the Taxpayer Assistance Office at (603) 271-3701, Monday through Friday, 8:00 am to 4:30 pm. All written correspondence to the Department should include the taxpayer name, federal employer identification number or social security number, the name of a contact person and a daytime telephone number.

**MEALS & RENTALS TAX BOOKLET**  
GENERAL INFORMATION

<b>CONSOLIDATED REPORTING</b>	<p>Operators having more than one license may request permission in writing to file on a consolidated basis provided all licenses use the same federal employer identification number. The request to the Department shall include the following:</p> <ol style="list-style-type: none"> <li>1) Operator's designation of one license number to be the master license number;</li> <li>2) Business name and each license number for each member of the consolidated group;</li> <li>3) Address for each license; and</li> <li>4) A statement that the operator agrees to the requirements of Rev 704.</li> </ol> <p>To qualify for consolidated reporting the operator agrees:</p> <ol style="list-style-type: none"> <li>1) To notify the Department, in writing, of any additions or deletions to the consolidated group within ten (10) days of any change;</li> <li>2) To continue to use the designated master license number unless written approval has been granted to change the designation;</li> <li>3) To keep records readily available which show activity by month for each individual license;</li> <li>4) To permit the Department to make an assessment against and collect from the master license for any member of the consolidated group when the records required in 3) are not made available; and</li> <li>5) If the consolidated return is late or the payment is late, then interest and penalties shall be applied as if individual returns had been filed.</li> </ol>
<b>QUARTERLY FILERS</b>	Any operator who has been in business for a full year whose year-round business has an average monthly tax liability of less than \$100 per month may request in writing to file quarterly returns. For additional information, please call (603) 271-3701.
<b>CHANGING THE PIN NUMBER</b>	Each licensed Meals and Rentals Tax operator who has completed an ACH Debit Authorization Form has been assigned a four (4) digit personal identification number (PIN) for use in accessing the TELEFILE and/or PCFILE systems. The PIN number has been generated by computer and randomly assigned. This PIN number will be mailed to you by the Department. PIN may be changed by the operator by selecting the option provided on the TELEFILE system. PCFILE operators must access the TELEFILE system to change their PIN by calling (603) 271-1000. The PIN must be a four (4) digit number. After changing your PIN, you will have the option of filing a return or exiting the system.
<b>ENTERING DOLLAR AMOUNTS</b>	<p><b>All dollars must be entered on the TELEFILE System in WHOLE DOLLARS. DO NOT ENTER CENTS.</b> For each entry which requires a dollar amount, you will be asked to enter the pound sign (#) once you have completely entered any dollar amount. The pound sign (#) may be found just below the number 9 of your touch-tone telephone keypad. For example, an operator reporting a meals tax of \$3,197.24 would enter as follows:</p> <p>TELEFILE: "Enter the total meals tax ... Enter this amount followed by the pound key (#), now." M&amp;R FILER: Enter 3197 #</p>
<b>VERIFYING CORRECT INFORMATION</b>	<p>After each item of tax information has been entered, TELEFILE will ask you to verify the entry. TELEFILE will repeat the information and will request you to acknowledge the accuracy of the entry. For example:</p> <p>TELEFILE: "You have entered Three Thousand One Hundred Ninety Seven Dollars. Press 1 if correct or press 2 to re-enter.</p> <p>If the entry should be 2197 instead of 3197, you would press 2. TELEFILE will again instruct you to enter the information and verify the amount. No more than three (3) attempts to enter the same entry will be allowed. If this occurs, the TELEFILE system will disconnect the call. If you are disconnected, please call (603) 271-3701.</p>
<b>CONFIRMATION NUMBER</b>	A 10-digit confirmation number will be provided at the conclusion of all TELEFILE and PCFILE transactions. This confirmation number will provide a record of the electronic filing transaction and should be retained in the taxpayer's records. (Note: a space has been provided to record this item on Line 22 of the worksheet contained within this booklet.)
<b>AMENDED &amp; FINAL RETURNS</b>	<b>You may not file amended or final returns through TELEFILE or PCFILE.</b> Amended and final returns must be filed by paper using the Meals & Rentals Tax Return (DP-14) contained in this booklet. If you need additional forms, you may copy those found in this booklet or call (603) 271-2192. Questions concerning amended or final returns may be directed to (603) 271-2186 or (603) 271-3701.
<b>PAPER RETURNS</b>	Meals & Rentals Tax operators may elect to file paper returns rather than file electronically; however, this election will result in the loss of the 3% commission, if gross receipts were equal to or greater than \$25,000 in the prior calendar year.
<b>SEASONAL FILERS</b>	Any operator whose business is not open year round may request in writing to file only for the months operated during the year provided the filing months are consecutive. Operations previously approved for seasonal filing need <u>NOT</u> reapply each year unless their season changes. For additional information, please call (603) 271-3701.
<b>ENTITY CHANGE</b>	Entity changes in businesses require a new license. Operators must complete the CD-100 on page 4 and submit it any time there is an entity change.
<b>ADDRESS CHANGE</b>	To report an address change, operators must complete and file the Form CD-100 and submit it any time there is an entity change.

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
**FREQUENTLY ASKED MEALS & RENTALS QUESTIONS (FAQ's)**

<b>ARE THERE EXEMPTIONS FROM THE MEALS &amp; RENTALS TAX?</b>	<p>No blanket Meals &amp; Rentals Tax exemption exists for non-profit organizations. However, there are limited exemptions for the following:</p> <ul style="list-style-type: none"> <li>a. Meals and Rentals charges incurred in the course of official business by federal government employees, New Hampshire State, County or Municipal employees. The operator must receive a purchase order from the governmental entity and payment from the government's treasurer.</li> <li>b. Persons possessing diplomatic tax exempt cards issued by the US Department of State.</li> <li>c. Rents incurred as the result of the partial or complete destruction of a person's permanent residence.</li> <li>d. Meals paid for with food stamps/coupons.</li> <li>e. Some schools and students.</li> </ul> <p>If you have any questions about tax exempt sales, please call the Department for clarification at (603) 271-3400. The State of New Hampshire does not issue Meals &amp; Rentals Tax exempt certificates.</p>
<b>WHAT RECORDS DO I NEED TO KEEP AND FOR HOW LONG?</b>	<p>Keep all records used to record and report your Meals &amp; Rentals Tax, for three (3) years from the due date of the tax or the date the return was filed, whichever is later. This includes the telefile worksheet, cash receipts journals, cash disbursement journal, general ledger, payroll records, cash register tapes, guest checks and registration cards, bank statements with all enclosures and any other source document used in your accounting records. Include those that separate taxable items from non-taxable items. If you sell both taxable and non-taxable items, it is important to maintain those records which justify non-taxable sales.</p>
<b>WHAT CHARGES ASSOCIATED WITH AUTOMOBILE RENTALS ARE TAXABLE?</b>	<p>All charges included in the rental agreement are taxable including but not limited to airport fees, drop off fees and under age fees. The following items are not subject to the tax when separately stated in the agreement:</p> <ul style="list-style-type: none"> <li>a. Charges for fuel</li> <li>b. Charges for insurance</li> <li>c. Charges for damages</li> </ul> <p>These questions are not intended to be inclusive of every situation. If you have any questions regarding the taxability of any product or rental, please contact the department at (603) 271-3400.</p>
<b>WHEN IS LONG TERM ROOM RENTAL SUBJECT TO THE MEALS &amp; RENTALS TAX?</b>	<p>Tax must be collected on all room rentals of 185 days or less. When a patron reaches the 185th consecutive day of occupancy the operator must refund to the patron the tax monies that have been collected. The operator must then send to the Department, verification of the refund (a copy of the canceled check or a signed statement from the patron that he/she has received the refund) along with documentation supporting the length of occupancy. The Department will then issue a credit memo. Once the credit memo is received, the operator may use it to reduce a subsequent tax payment. The credit memo amount should be entered on Line 14 of the Meals &amp; Rentals Tax worksheet. Note: operators may not utilize any credit amount until they have received a credit memo from the Department.</p>
<b>WHEN IS LONG TERM MOTOR VEHICLE CAR RENTAL SUBJECT TO THE MEALS &amp; RENTALS TAX?</b>	<p>If the motor vehicle lease or rental agreement does not exceed 180 consecutive days, the lease or rental is subject to the Meals and Rentals Tax.</p>
<b>WHERE CAN I GET A COPY OF THE MEALS &amp; RENTALS TAX LAW AND RULE?</b>	<p>A copy of the Meals &amp; Rentals tax law (RSA 78-A) and Administrative Rule (Chapter 700) is available for free through the Department's web site on the internet at <a href="http://www.state.nh.us/revenue">www.state.nh.us/revenue</a> or copies can be made for a fee by visiting the New Hampshire State Library or any New Hampshire Depository Library.</p>
<b>DO I NEED A SEPARATE LICENSE FOR CATERING?</b>	<p>Yes, an additional separate license is required for the occasional serving of meals at various locations for occasions such as but not limited to banquets, weddings, barbecues, outings, picnics, etc.</p>
<b>HOW ARE BAKERY PRODUCTS TAXED?</b>	<p>All bakery products sold in quantities of less than six from a restaurant are taxable. A bakery is classified as a restaurant when it offers other taxable items for sale such as, but not limited to, coffee, soda, sandwiches, salads from the salad bar, and/or prepared foods. The taxability of bakery products is not affected by whether the bakery product is served to be eaten on premise or on a "to go" basis.</p>
<b>HOW SHOULD I HANDLE COUPON AND DISCOUNT SALES?</b>	<p>The tax should be applied to the sale amount after the discount or coupon reduction has been taken.</p>
<b>ARE GRATUITIES AND SERVICE CHARGES TAXED?</b>	<p>Gratuities are not taxable when the entire gratuity is given freely to the person(s) who actually provided the service. Gratuities and other service charges are not taxable when the charge is (1) separately stated on the bill (2) not mandatory (3) given entirely to the staff providing the service (not supplementing wages).</p>
<b>ARE PARTY PLATTERS TAXABLE? EVEN IF I AM NOT SERVING?</b>	<p>Yes, party platters are taxable whether delivered, picked up, served or not.</p>
<b>ARE FUNCTION ROOM RENTALS TAXABLE?</b>	<p>Yes, room rentals in a hotel (or any facility with sleeping accommodations) are subject to the tax.</p>
<b>DO I NEED TO FILE A RETURN EVERY MONTH EVEN IF I HAVE NO ACTIVITY?</b>	<p>Yes, you must file a return even if you have had no activity during your scheduled reporting periods.</p>

These questions are not intended to be inclusive of every situation. If you have any questions regarding the taxability of any product or rental, please contact the Department at (603) 271-3400.